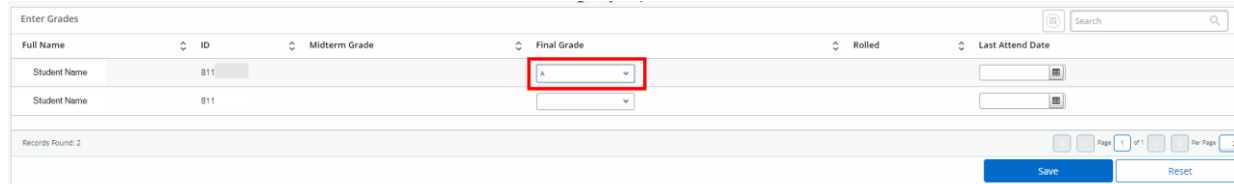
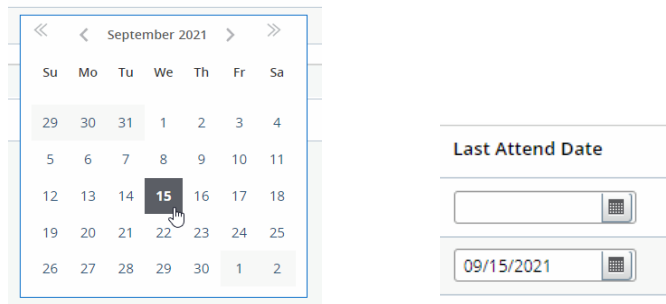


How to Manually Enter Grades in Athena

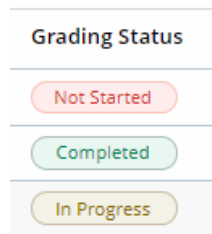
1. Log into Athena and navigate to the Grade Entry page by selecting the image on the “Faculty Services” tile, then “Classes & Grades.”
2. Select the appropriate course from the list of courses. The gradebook will display below the “My Courses” box.
3. Click on the “Final Grade” drop-down box for the selected student to view the final grade options for the selected course.
4. Select the desired final grade from the list of available grades. The selected grade will be displayed in the “Final Grade” column.



- a. If the selected grade is an F or U, the “Last Attend Date” will be a required field for the selected student. To enter a last attend date, select the calendar icon, then the appropriate date in the calendar. Alternatively, the date can be typed in a MM/DD/YYYY format. If the student is receiving the unsuccessful grade because they did not begin attendance in your course, we ask that you use the first date of classes for the semester. Financial Aid will contact you for additional information if it is needed.



5. Once all the desired grades have been entered, click “Save.”
6. If all students within a class have received a grade, the “Grading Status” will show a status of “Completed.” If any student is missing a grade, the status will display “In Progress.” If none of the students have a grade entered, the status will display “Not Started.”



For additional information, view the Faculty Grade Entry tutorial on the Office of the Registrar website.